

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 4, 2009 MEETING

Convened: 6:30 p.m.  
Present: Jeffrey Bryan  
Andrew Artimovich  
Jane Byrne  
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Selectmen reviewed the minutes of the 7/21/09 meeting. Artimovich made a motion, seconded by Waldron, to approve the minutes as written. All voted in favor.

Building Inspector Gil Tuck was in with the following building permits that the Selectmen signed:

- Edward McNamara of 5 Gallant Drive for an addition to their deck and above ground pool.
- William Cole of 27 Michael Bennett Road for an addition to the deck.
- Cameron Miner of 18 Fellowes Road to construct a 3 season room on an existing deck.

The Board discussed the notes:

- Julie spoke with Jeane Samms of the Dept of Revenue Administration regarding a special town meeting. Samms said the Budget Committee plays no role in a special town meeting related to the ARRA funds and that the 10% rule will not apply.
- The Board would like corrective counseling forms kept in the employees' files permanently.
- The Selectmen discussed a class for employees to take titled "Preventing Workplace Harassment & Discrimination." Waldron inquired what brought this about. Julie explained that Christine Belanger, PD Secretary, and Carolyn Thorsell, Bookkeeper, attended a class last year sponsored by Local Government Center and this request came out as a result of that. Belanger was in the audience and explained that at that meeting they stressed that the Town would be held responsible if there was a harassment or discrimination related lawsuit. Their recommendation was to hold classes every 2 years for the employees. Byrne made a motion to make it mandatory for all employees. Waldron asked for more discussion regarding how many classes we would hold and if we want to allow employees to choose to take an on-line class. Waldron inquired what cost is associated with the class. Julie responded that they are usually offered free of charge, including the on-line class. Bryan seconded Byrne's motion. Artimovich questioned whether or not the on-call firefighters would be included. Byrne commented that they wear "Town of Brentwood" on their shirts and should attend. Stevens recommended having a member of the fire department attend the class and then cover the topic with the on-call members during one of their monthly trainings. Artimovich said he would agree with having it mandatory for all full and part-time employees, excluding the on-call fire department members, to either attend the class or take the on-line offering. Byrne said we should make it available to the on-call fire members. Waldron brought up the question of how much time we would pay an employee for taking the on-line course.

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 4, 2009 MEETING

Stevens explained that the on-site class takes approximately 2.5 hours and the on-line course takes about 1.5 hours. All members agreed to hold harassment and discrimination training for all full and part time employees (excluding on-call fire department members) and making it mandatory that they either attend on site or take the class on line with the maximum payment not to exceed the actual length of the on-site class.

- Byrne made a motion to pay \$5,727.48 from the balance of the encumbered funds for the Crawley Falls Bridge work to Hoyle, Tanner. Artimovich seconded the motion; all voted in favor.
- Bryan made a motion to have Eastern Propane complete the necessary work at the Town Office and Fire Station to bring both systems in compliance with code. Waldron seconded the motion; all voted in favor.

Chairman Bryan opened the pumper/tanker bids:

1. Lakes Region Fire Apparatus: base bid - \$375,000  
10kw generator upgrade - \$2,100  
Light tower - \$15,329
2. KME Fire Apparatus: base bid - \$399,573  
Alternative independent front suspension - \$19,894  
10kw generator upgrade - \$1,677  
Light tower - \$15,054
3. C&S Specialty Inc.: base bid - \$394,823  
10kw generator upgrade - \$2,781  
Light tower - \$13,998  
Remote control spot light - \$469
4. Ferrara Fire Apparatus, Inc.: base bid - \$372,990  
10kw generator upgrade - \$5,026  
Light Tower - \$18,781
5. Sutphen Corp.: base bid - \$415,632.38  
10kw generator upgrade - \$2,731.22  
Light tower - \$19,300

Chief Kevin Lemoine will examine the bids and email his recommendations to the Selectmen for their review before the 8/18/09 meeting.

Lemoine inquired about any thoughts of installing the exhaust system at the fire station. Bryan explained that they've been holding off until they knew more about the new fire station. Bryan said it would be a shame to throw \$50,000 to that building and then get approval for the new station. Byrne said she would not be opposed if they put in the same type of system that was in the building plans, but they're proposing the hose type. Lemoine said whatever they put in it would get moved and there would be a cost to move it. Byrne commented that the building committee went for the electronic air cleaner type without the hoses and the constant repair. Bryan said he's not sure there is the head room for that over there. Lemoine said that either one is going to be very crowded but the concern with the electronic air cleaner type is that with no sheetrock on the ceilings or walls and an open stairway, he's not sure how well it is going to work in that building. Bryan questioned when we should hear back about the grant. Lemoine said between October 1 and December 31. Byrne commented that it would be a shame to spend

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 4, 2009 MEETING

the money and then rip it out. Bryan said if we don't get the grant we could get a signed contract to install the exhaust system and encumber the funds.

Attorneys Walter Mitchell, Jae Whitelaw, and Laura Spector from Mitchell Municipal Group were in to meet with the Selectmen regarding their proposal to provide legal services to the Town of Brentwood.

The Board returned to their notes:

- Byrne had asked that a locking dumpster for the bulky goods be looked into. Northside Carting said there really isn't any way to lock that type of container. Byrne mentioned that she spoke with Wayne Robinson about putting security on the camera system so that not just anyone can get in there and play with it. Bryan said he believes it is just a computer and only certain people would have an access code to it. Byrne said it should only be Detective Frotton and the Chief that have access.
- Tocky, the surveyor working on the plan for changing the intersection of Crawley Falls and South Roads, would like to know if the Selectmen would like her to include topographic info along with the boundary plans as she feels there may be some drainage concerns with relocating the roadway. Robinson said he feels they can properly address any drainage issues without that. The Selectmen decided they do not want to include the topographic info.
- The Board agreed to allow payroll deductions for any employees wanting to enroll with AFLAC.
- Christine Belanger, PD Secretary, has started looking into setting up a Twitter account for the PD. Denny has offered to help with this and they will keep the Board posted. Robinson explained that it involves a lot of time to maintain it once the account is set up. They want to be careful about what type of information is going out and want to monitor what is coming in. They will set it up on a trial basis. Belanger mentioned that she also wants to make sure the website is being utilized so she has started updating the logs daily.

The Board signed the following documents:

- Letter of protest to NH Retirement as discussed at the last meeting.
- An appointment slip for John Kennedy to remain as a TAC representative.
- Yield tax assessments and warrant for the Tax Collector.
- A peddler's permit for Andrea Tierney.
- The annual response to DRA regarding the Town's decision not to use the PA-28 Inventory of Taxable Property form.
- A letter to Sovereign Bank, at the request of the Planning Board, asking that \$950 be drawn from the letter of credit for Debco Realty Trust due to the failure to meet the erosion control measures at Barnett Wood Subdivision.

Police Chief Wayne Robinson gave Julie the title for the new police cruiser and a copy of the one that was recently sold. Chief Robinson inquired about the detail rate we would charge a resident who is having a block party. Artimovich responded that he would think we'd charge the lowest utility rate. Belanger asked if we could perhaps waive the cruiser fee or offer some type of discount as a resident. Artimovich said if the cruiser is not being used for a road detail there is

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 4, 2009 MEETING

no sense in charging the cruiser fee. Bryan asked why we can't just have a part-time officer come in and work it as a regularly scheduled shift at their normal rate. Artimovich questions if that may be a problem since we'd be spending tax money of all to benefit one. Waldron suggested we ask the officers if they'd accept a lower detail rate for residents. Bryan made a motion to pay the lower detail rate (the utility rate) with no cruiser fee. Byrne seconded the motion. Waldron asked the chief if he was ok with that. He responded that he is. Bryan, Waldron and Byrne voted in favor; Artimovich abstained. Motion carried.

Abigail Sykas of Sykas Law Office was in to meet the Selectmen and discuss her proposal to represent Brentwood as legal counsel.

Wayne Robinson, as road agent, was asked by Byrne where we stand with the South Road Bridge. Robinson said Michie got some plans from Steve Cummings and they're trying to work a way to connect it all together. Byrne responded that she thought Michie was doing free engineering as part of their quote. The Selectmen commented that Cummings' plan was much more involved and expensive than the plan that Michie was proposing. Artimovich noted that we need that done soon as school buses will be running in a few weeks. Robinson said he'll call Michie and find out what is going on. Robinson said their price hasn't changed as far as he knows. Byrne asked Robinson if he still has Cummings' plans. Robinson responded that they gave them to Michie.

Robinson also mentioned the following:

- Someone from PSNH inquired about moving the pole at the end of Pickpocket Rd. Bryan said he would go ahead with the road plan the way he has it and if they move the pole, we'll plant more flowers. Robinson said he's been in touch with Bell & Flynn and they are working on getting a date to start that road work.
- The Board briefly discussed coverage at the highway dept when Wayne is on vacation at the end of the month. The Selectmen said no one should be left in charge. The employees should be forewarned that they must get along. If there are any emergencies in Robinson's absence, the Selectmen's office should be notified.
- The Selectmen discussed the status of the Emergency Management Director position. Stevens mentioned that she has received 1 resume and is waiting for a couple more. She'll make sure we have them by the 8/18 meeting. Artimovich mentioned that there are a couple of drills coming up in October or November.
- At the Crawley Falls/South Rd intersection where they removed the island, there have been complaints that cars can't see the stop sign. Robinson has put up a stop sign with an arrow notifying drivers that there is a stop sign ahead. He also got a price from Tri State Striping and they will mark the intersection with reflective paint for \$300. The Selectmen agreed it must be done.

At 8:05 p.m. Artimovich made a motion, seconded by Waldron, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 4, 2009 MEETING